**GOVERNMENT OF ANDHRA PRADESH**
**ABSTRACT**

Finance Department –- Re-Constitution of a Steering Committee for the governance and monitoring of Comprehensive Financial Management System (CFMS) Project– Orders – Issued.

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**FINANCE (IT, BPR & CODIFICATION) DEPARTMENT**

G.O.Ms.No.:20 Dated:17-02-2019
Read the following:

1. GO Ms No.: 192, Dt.: 10.07.2016 and GO Ms No.:203, Dt.: 21.10.2016
2. Appointment of APCFSS as the Nodal Agency for the Implementation on behalf of Finance Department, GoAP and the MOU between APCFSS and FD, GoAP, Dt. 15.11.2016
3. GO Ms. No.:1320,Finance Department, Dt.: 31.05.2017

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**ORDER:**

In the references read above, Finance Department has initiated the process for implementing the Comprehensive Financial Management System (CFMS), a SAP based ERP system for the Government of Andhra Pradesh (GoAP). For the purpose of CFMS implementation, M/s SAP India Private Ltd (SAP) has been selected as System Integrator (SI) and Andhra Pradesh Centre for Financial Systems and Services (APCFSS) has been assigned the task of managing the implementation and supporting the ongoing maintenance as a nodal agency for the Government.

Vide the reference third read above, GOAP has constituted the CFMS Project Implementation Steering Committee (SC). The main purpose of the committee is to review the progress of implementation; provide necessary guidance, policy direction to APCFSS and in turn to SAP; and facilitating coordination amongst all key stakeholders.

Phase 1 of the CFMS project was launched on April 2nd, 2018 replacing many of the then existing applications. Phase 1 of the CFMS covered Budget Management, Expenditure, Receipts, Accounting, Basic HR modules. Some of the key salient features of the Phase 1 implementation include

- Seamless workflow with flexibility at the head of the office level to define the maker/ checker/ approvers for their office
- No movement of paper bills across offices to treasuries (except M-books, for now)
- Integration of mandatory Aadhaar based approvals and digital signatures

at all submission and approval levels

- Streamlined business processes to facilitate budget checks, FIFO based processing and payments
- Single source of truth for all transactions
- All offices (including non-DDO offices) as unique Organizational Units including the Position to Person; Person to Person; Person to OU and OU to OU relationships/hierarchies
- Integration of all Autonomous Organizations seamlessly into the Structure along with the PD accounting process
- Transparency to the stakeholders like Citizens/Vendors to view real-time status of their data
- Migration of Works & Forest Accounts and Capital Region PAOs and its sub-units (like AP Bhavan, Legislature) to the Treasury mode of accounting along with discontinuing the use of transitory accounts
- Integrated budget management activities for additionalities, re-appropriations, surrenders and distributions; along with a seamless integration between budgeting and expenditure
- Foundation for further rationalization and standardization of processes

To take forward the transformation agenda, Phase 2 of the CFMS project was launched during November, 2018 and starting the financial year 2019-20 many new functions and processes replacing some of the current archaic practices and systems, are being planned to be introduced. These will cover the areas of Budget preparation, Works Management, seamless end to end accounting of transactions with an ability to integrate the business processes related to sanctions, focus on data analytics and dashboards enabling accountability and transparency, integrated HR, Payroll and Pension module with an ability to manage automated eService Registers, processing of HR events, Employee Self Service and various rule engines to improvise the HR Service Delivery across the government, Debt Management and enhancing the Accounting, Cash Management and reporting areas.

As part of the ongoing reviews of the progress, the SC has been meeting frequently and was instrumental in the success of the Phase 1 of the project. Now, after careful consideration of the request of the CEO, APCFSS, and to give required impetus to the project in realizing the objectives, the government is hereby ordering the re-constitution of the CFMS Project Implementation Steering Committee.

The composition, roles and responsibilities of the CFMS Project Implementation Steering Committee are as follows:

**CFMS Project Implementation Steering Committee (SC)**

The CFMS Project Implementation Steering Committee (SC) shall be the primary apex body comprising of senior officials of the key stakeholders and would be responsible for providing necessary guidance, policy direction and facilitating coordination amongst all key stakeholders. Considering the nature and impact of the project, SC shall meet every week, till the go-live of the project.

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| S. No. | Member | Role |
|---|---|---|
| 1 | Principal Finance Secretary, FD, GoAP | Chairman |
| 2 | All Principal Secretaries/Secretaries/ Special Secretaries, FD, GoAP | Members |
| 3 | Accountant General (A&E), AP | Advisor |
| 4 | Director, Directorate of Treasuries and Accounts | Member |
| 5 | Director, Directorate of Works and Accounts | Member |
| 6 | Pay and Accounts Officer, Pay & Accounts Office | Member |
| 7 | Program Director, SAP | Member |
| 8 | CEO, APCFSS | Convener |

In addition to the above, core team members, representatives of SAP and various other project team members and stakeholders may be invited to attend the meetings from time to time.

**Key Roles and Responsibilities - Steering Committee:**

The key roles and responsibilities of the SC shall be as follows:

- Provide strategic guidance and leadership throughout the life span of the project implementation
- Set over all policy, scope and timelines for the project
- Review & approve/recommend policy/procedural changes
- Intervene as appropriate and facilitate decision making to ensure smooth progress of the project
- Conduct periodic meetings to review the progress, key challenges, timelines, outcomes etc. In the light of the overall goals of the project
- Review the compliance to rules, regulations and policies during the life span of CFMS project development and implementation
- Facilitate overall alignment between key stakeholders to ensure all stakeholders are on the same level and understanding of the project
- Facilitate resource requirements, coordination of communication and resolution of issues to overcome challenges in the implementation timeline
- Represent the project at any further Apex level meetings and discussions
- May setup sub committees to oversee specific matters and their resolution related to the project

**Guidelines for the Meetings:**

The Guidelines governing the meetings of SC shall be as follows:

- SC shall meet on every third Tuesday of the month at 9:30am at the Project Office. Additional meetings may be called with short notice, as required.
- If a Tuesday happens to be a holiday or any other exigency arises, the SC will meet the following business day.
- In the absence of the Chairperson, the Secretary of Finance Department in-charge of the CFMS project will be acting as the Chairperson.
- Representatives from the APCFSS and SAP shall be attending the meeting to make presentations on the timelines, progress and decisions to be made etc.
- Considering the nature and details to be discussed, decision making and facilitating nature of the meeting, participation at the meeting shall be focused, objective and critical in nature with the express purpose of ensuring the realizing of the project goals and objectives.
- Under the directions and consent of the Chairperson, the Convener may invite any other person to attend a meeting of the SC to help in the consideration of any particular subject or subjects on the agenda.
- Convener shall be responsible for convening the meetings.
- The minutes of each meetings of SC shall be prepared immediately after each meeting and circulated, which will be reviewed in the next meeting.

**(BY ORDER AND IN THE NAME OF THE GOVERNOR OF ANDHRA PRADESH)**

**MUDDADA RAVI CHANDRA**
**PRL.FINANCE SECRETARY TO GOVERNMENT(FAC)**

To
All Concerned Members of Steering Committee – with a request for participation
Copy to:
P.S. to Spl. CS to CM, CMO
P.S. to Hon'ble Minister (Finance)
P.S. to P.F.S/Secy. (Exp)/Secy (B&IF)/Spl.Secy (HR)/ CEO, APCFSS
SF/SCs.

**//FORWARDED :: BY ORDER//**

**SECTION OFFICER**